



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY *for* PROBATE INVESTIGATOR

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Probate Investigator. Probate Investigators conduct investigations in Probate Code matters relating to conservatorship and guardianship proceedings; act as liaisons to mediate, coordinate, and advocate between the parties involved in petitions and the Courts; and prepare comprehensive reports and recommendations for the Courts. This position is located at the William R. Ridgeway Family Relations Courthouse, 3341 Power Inn Road, Sacramento, California.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY: **\$1,920.00 - \$2,333.60 bi-weekly**
\$4,176.00 - \$5,076.00 monthly

LAST DAY TO APPLY: **Friday, September 24, 2004 at 5:00 p.m.**

ESSENTIAL DUTIES:

Examples of duties performed include, but are not limited to:

- Conducts field interviews and assessments of guardianship/conservatorship petitions by locating and interviewing involved parties, relatives, friends, attorneys, medical and psychiatric staff, various County departments and State agencies, and other concerned parties.
- Obtains statements, affidavits, and other evidence bearing on the matter and prepares comprehensive reports and recommendations.
- Evaluates the suitability of proposed guardian/conservator and prepares written reports of findings and recommendations for judicial review as required under the Probate Code.
- Prepares status reports as ordered by the Court.
- Assesses and evaluates termination and resignation petitions as ordered by the Court.
- Assesses on-going petitions to determine if the guardian/conservator is acting in the best interest of the ward/conservatee.
- Attends Court to provide general assistance to the Probate Judge and parties as needed.

- Testifies in contested cases on investigative findings and recommendations.
- Provides appropriate general information to the public, outside agencies, and other concerned parties.
- Conducts effective and comprehensive investigations with individuals from a variety of socio-economic backgrounds, often in difficult or strained circumstances.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a degree in social work, criminology, law enforcement, or a closely related field

And

Experience: Two (2) years of experience managing a social work caseload involving field evaluations.

Knowledge of:

Welfare and Institutions, Family and Probate Code sections pertaining to conservatorship and guardianship; principles of individual and group behavior; interviewing, mediation and counseling techniques; report writing and record keeping techniques; investigative methods and procedures; basic computer applications related to the work.

Ability to:

Understand, interpret, and apply relevant codes, policies, and procedures related to conservatorships and guardianships; obtain evidence and recognize relevant and significant facts; evaluate potential issues relating to care, custody, and control of the elderly or incapacitated persons or minor children; communicate complex information, both orally and in writing, in a manner understandable to others; write clear and accurate correspondence and reports; perform basic arithmetical calculations; deal effectively with citizens and public officials in circumstances requiring tact and good judgment; analyze situations and determine effective courses of action; establish and maintain effective working relationship with individuals from a variety of socio-economic backgrounds, often in difficult or strained circumstances; manage a caseload.

DESIRABLE QUALIFICATIONS:

- Master's degree in social work or closely related field.
- Probate law experience.
- Experience conducting investigations.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's license.
- Must be able to pass a criminal history background check.

SELECTION PROCEDURE:

The selection procedure is subject to change.

1. Applicants must submit a completed **court application form**, **resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, September 24, 2004**. Applications can be submitted online at www.saccourt.com or in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814. **Postmarks will not be accepted.**
2. Application packages will be screened to select the best – qualified candidates to continue in the selection process.
3. The best-qualified candidates may be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURE FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- ◆ Be a regular Court employee.
- ◆ Meet the minimum qualifications for the classification as referenced in this job announcement.
- ◆ Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- ◆ Have been working in your current classification and unit for at least six (6) months.

If you are interested and qualify to transfer into this Probate Investigator position, you must submit a completed **Court application form**, **resume** and answers to the **supplemental questionnaire** to the Human Resources Office by **5:00 p.m. on Friday, September 24, 2004**.

Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.

TO APPLY FOR TRANSFER: Employees who are eligible must submit a completed **Court application form**, **resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, September 24, 2004**. Applications can be submitted in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814. **Postmarks and late applications sent via inter-office mail or fax will not be accepted.**

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

The Court will provide reasonable accommodations to disabled candidates in the selection process. If you have need for accommodation, please notify the Court's Human Resources Office at least two working days prior to the scheduled interview or exam date by calling extension (916) 874-7828.

PROBATE INVESTIGATOR

SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your response **must be submitted** with your court application by the final filing date of **Friday, September 24, 2004 at 5:00 p.m.** Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process. Your responses will be used to determine the best-qualified candidates to continue in the selection process. A resume is not an acceptable substitute.

Please include your name on each page of your response and limit your total response to no more than five (5) pages.

1. Describe your experience conducting interviews, evaluating individuals, and preparing written reports.
2. Describe your training and/or experience working with at-risk adults and children.
3. Describe your training and/or experience in working with various socio-economic and culturally diverse groups.
4. Describe your training and/or experience working with a court, specifically in Probate matters.
5. Describe your computer training and/or experience and indicate the various word processing applications you have used.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the County of Sacramento, Department of Personnel Management, Employee Relations Section or from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn 10 days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to 15 days per year.

Parental Leave: Employees with at least one year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The County either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the County.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the County. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.